

Suffolk County Department

of Social Services

Child Care Program

Suffolk County Dept of Social Services
FCSA Child Care Unit
P.O. Box 18100
Hauppauge, NY 11788

General Intake # 854-3349
Fax # 854-3331

Child Care Unit Main # 854-9321
(For Providers & Advocates only)

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The purpose of the Day Care Unit is to assist families by providing payment to childcare providers.

The NYS Child Care Subsidy policy supports the goals of personal responsibility and self- sufficiency by:

- Removing child care as a barrier to working
- Encouraging personal responsibility
 - Parents are responsible for selecting and monitoring a provider
 - Low income families are required to pay a family share
- Empowering clients to make informed childcare decisions by supplying information about providers and quality care.
- Setting minimum health and safety standards for legally-exempt providers.

TA (Temporary Assistance) Child Care

The Child Care Unit provides child care subsidies for clients in receipt of Temporary Assistance who are:

- Participating in assigned work activities such as work experience, job search, vocational training, education, etc.
- Employed
- Attending substance abuse treatment programs

The # of days / hours that child care is authorized is based on the # days / hours the client is engaged in work activities, employment, or treatment plus transportation.

TA clients do not pay a family share.

NTA (Non-Temporary Assistance) Child Care

The Child Care Unit provides child care for low income families who are:

- Employed
- Teen parents attending high school
- Attending educational / training programs
(limitations apply re type of program, and; client must work at least 17.5 hours weekly)
- Attending an approved substance abuse program
- Experiencing a short-term emergency situation such as homelessness, family illness, domestic violence, etc.

The parent contributes a weekly family share, based on their income. The family share is paid directly to the provider.

Suffolk County Child Care Income Eligibility Standard

Currently at:

150% of NYS Income Standard

200% Transitional or Families with Special Needs children

Suffolk County Family Fee Percentage

Currently at 20%

Family Fee = $\frac{\text{Gross Annual Income minus Income Standard}}{\text{divided by 52 weeks} \times 20\%}$

SCDSS Child Care Income Standard effective 6/01/13 - 5/31/14

150%		200%	
Family Size	Annual Income	Family Size	Annual Income
1	\$17,235	1	\$22,980
2	\$23,265	2	\$31,020
3	\$29,295	3	\$39,060
4	\$35,325	4	\$47,100
5	\$41,355	5	\$55,140
6	\$47,385	6	\$63,180
7	\$53,415	7	\$71,220
8	\$59,445	8	\$79,260
9	\$65,475	9	\$87,300
10	\$71,505	10	\$95,340
For each additional family member, add \$6,030		For each additional family member, add \$8,040	

SCDSS Child Care Income Standard effective 6/01/14 - 5/31/15

150%		200%	
Family Size	Annual Income	Family Size	Annual Income
1	\$17,505	1	\$23,340
2	\$23,595	2	\$31,460
3	\$29,685	3	\$39,580
4	\$35,775	4	\$47,700
5	\$41,865	5	\$55,820
6	\$47,955	6	\$63,940
7	\$54,045	7	\$72,060
8	\$60,135	8	\$80,180
9	\$66,225	9	\$88,300
10	\$72,315	10	\$96,420
For each additional family member, add \$6,090		For each additional family member, add \$8,120	

Commonly asked
questions and answers



Which children are eligible?

An eligible child is:

- Legally residing in the United States
- Over six weeks and under 13 years of age
- A child between the ages of 13 and 18 (or 19 if in secondary school) who has documented "special needs" that adversely affect the child's ability to function normally.

Who can watch my child?

- Families in receipt of temporary assistance, eligible low-income families, and most families receiving child care as part of their Child Protective Services case plan can use **any approved provider**
- Families who are receiving child care services as part of their Child Preventive Service case plan must use a **contracted provider**

Types of Providers

- Licensed Day Care Centers
- Licensed Group Family Day Care Homes
- Registered Family Day Care Homes
- Licensed/Registered School Age Child Care Programs
- Legally Exempt School Age Child Care Programs
- Legally Exempt Summer Camp Programs
- Legally Exempt (Informal) Child Care Providers (Family member, friend, neighbor)

How can a family find a provider?

- The Child Care Council of Suffolk (CCC) can provide the names of licensed and registered providers in your area who have met NYS OCFS health, safety and staffing standards.
- Call CCC at: 462-0303
- Search the NYS OCFS Child Care Facility System*
- Ask people you trust for recommendations **

* http://it.ocfs.ny.gov/ccfs_facilitysearch/

** All legally exempt (informal providers) must be approved by the Child Care Council of Suffolk in order to receive payment from DSS.

What is the cost to the family?

- Low income families pay a weekly family fee based on their gross income and family size. (The minimum fee is \$1.00 weekly.) The family fee is paid directly to the provider.
- No cost to Temporary Assistance recipients
- No cost to active CPS cases regardless of income

How do I apply?

- TA clients who are in an activity approved by the Department of Labor (DOL) are eligible for child care. The DOL worker will provide the necessary forms and information to the Child Care Unit.
- TA clients who are employed and other low-income applicants should call the Child Care Unit's intake worker (854-3349) who will do a quick telephone interview and mail an application and required forms to the client - to be returned to the DSS office by mail.

What documentation must be submitted with the child care application?

- Proof of child(ren)'s citizenship / legal residence in U.S.
- Proof of residence
- Proof of employment, if applicable
(pay stubs; confidential employment inquiry form; work schedule)
- Proof of enrollment in an approved educational program, if applicable (school form; course schedule)
- Proof of child's special needs, if applicable

How often must I recertify my case?

- TA child care cases are recertified every 6 months.
- Effective 5/1/14, NTA child care cases must complete a full recertification every 12 months. At 6-month intervals, NTA child care cases must complete a 6 month contact form.
- It is the client's obligation to inform DSS whenever a change occurs that could affect their eligibility for child care services (family member began or ended employment, family member began or ended educational or treatment program, change in family size, change in residence, change in child care provider, etc.) Failure to do so constitutes fraud and could result in arrest and/or recoupment of child care costs from the family.

I was granted Aid to Continue (ATC) while awaiting my Fair Hearing. What does this mean?

If you request a fair hearing with Aid to Continue (ATC) before your benefits end, your child care benefits will be reinstated and will be unchanged until the fair hearing decision is issued.

HOWEVER, if you fail to show or lose the fair hearing, you will owe any child care benefits that you should not have received. DSS is required to recover any child care overpayments. Overpayments may be collected by reduction of future child care allotments, lump sum installment payments, or through legal action. If you want to avoid this, when you request a fair hearing you should indicate that you do not want your child care benefits reinstated while awaiting the outcome of the fair hearing.

The End
